

**Tax Office Project Meeting
Monday, May 20, 2013 – 9:30 AM**

In Attendance: Carl Classen
Rhonda Owens,
Sherry Lavender
Katie Dougherty
Paula Roach
Danny Searcy
Hazel Haynes
Emmett Curl
Clair Hubbard
Jeff McDonald (by phone)

Revenue Director:

County Manager Carl Classen said Human Resources Director Judy Toney is proceeding with soliciting applications for this position; however, he did not believe it is a good idea to bring a new person in while the tax office project is underway.

Software:

Information Technology Director Rhonda Owens asked that Vicki Edwards be appointed "Point of Contact" for NCPTS.

Sherry Lavender said Melanie Parker of NCPTS is working on the schedule for training sessions which will take place during the week of June 17 – 21 in Morganton

Manager Classen said contracts are being written with no penalty for early payment.

Rhonda Owens is working on licenses with other software vendors.

Carl said there will be a 5 year contact with no penalty of early payment.

Construction:

Danny Searcy said a mover had been confirmed. He has a quote to upgrade the Rutherford County Office Building for the Tax Office staff that will be moved to the auditorium and County Commissioners' Meeting Room. He asked if the two rooms could handle the number of employees that will be re-located.

Carl said he and Emmett Curl had had discussions regarding bidding out the project as a ten day time frame. This would begin at 5:00 PM on a Friday in September and would continue the following week to be finished by the following Monday. A few staff would be relocated to the County Office Building and the balance would be located in the field.

This would involve a different type contractor. Local contractors could be contacted to determine if they would be able to handle a project on this time frame. Moving company would still be needed; but the furnishings would go into storage.

Emmett Curl said an employee would be located in the Register of Deeds' Office for certifications and

to take payments. Moving could take place prior to 5:00 PM on Friday so that the demolition crew could begin immediately at 5:00 PM.

Carl said the ten-day renovation would be contingent on whether a contractor who could perform in this time frame could be located. This is an attempt to be least disruptive to staff and citizens.

Danny asked to have a one on one meeting with Emmett Curl. He needs to have information as to what furniture would be sold.

Danny will begin contacting contractors to determine if there is an interest in this 10-day renovation contract.

Mr. Jeff McDonald reminded that the kick off meeting will be June 10 at 1:00 PM and training will take place the week of June 17. Melanie will contact Vicki

Carl said a phone call will be set up with Jeff, the County Attorney, and Rhonda Owens to discuss the contract

Carl also asked that funds need to be budgeted for upgrades. This will be handled within the Project Ordinance.

He also had a concern about Cott which is the software company used by the Register of Deeds' Office. Jeff said a similar project in Beaufort County had only integrated financials. Carl said a workaround had been performed in Hyde County for the Register of Deeds' software. He will discuss this with Register of Deeds Faye Huskey

Rhonda will send contact information for the software vendors (Cott, Keystone, and Intergov) to Jeff so that he can discuss specifics with them.

Carl asked that Vicki provide a software schedule to be added to the Tax Office Project calendar.

Sherry said she is still trying to get tax bills out the first week of July. The print date is scheduled for July 10.

Carl also pointed out to Jeff that the week scheduled for training is during the time when most tax offices across the state are readying their tax bills. Jeff will ask Melanie to discuss this with Katie.

The Tax Office staff is meeting with the architect in the afternoon. Danny reported that the architect was receptive to the recent changes made.

Clair asked that there be consideration given to building a shelter outside the courthouse to prevent the flooding problems which they are experiencing. Danny said he would have to work with the town on this as the Courthouse is an historic building.